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Supply

CIVIL AIR PATROL AIRCRAFT PARTS SUPPLY DEPOT

This manual establishes policies and required procedures for the operation of the Civil Air Patrol (CAP) Aircraft Parts Supply Depot which is responsible for the central storage and distribution of all corporate aircraft spare parts obtained from DOD excess and through purchasing and contracting action. This manual applies to management of the depot by CAP-funded corporate employees under the direction of the National Administrator, CAP, Inc.

1. General. The CAP Aircraft Parts Supply Depot is located in Amarillo, Texas. It is operated as a self-sustaining facility providing low-cost support to all CAP units. All property, regardless of source is corporate property and will be maintained and accounted for by the depot in accordance with the provisions of this manual, CAPRs 66-1, 67-4, 87-1, and CAPM 67-1. The depot is the central purchasing point within the scope of its responsibility and will negotiate with vendors/manufacturers to obtain the best possible price. Expenses incurred in support of depot operation, e.g., personnel, labor, lease, vehicle fuels, telephone charges, etc., will be paid from a depot operating fund (depot support account) derived from the collection of handling charges. Full and/or part-time employees may be hired when approved by the National Administrator, CAP, Inc. Requirement and justification for employees desired must be validated by the depot manager prior to initiation of recruiting action. Salaries will be paid from the depot operating fund (depot support account).

a. Supervision. Management of the depot is under the direction of the National Administrator, CAP, Inc. The Director of Logistics, HQ CAP-USAF, provides USAF advisor/liaison assistance and monitors the overall operation of the depot. The HQ CAP-USAF/LG, or designated representative performs a survey/audit of all accountable records for DOD excess equipment and reviews operating procedures of the depot annually. The depot manager is responsible for the day-to-day operation of the depot.

b. Changes to This Manual. The Director of Logistics, HQ CAP-USAF, will prepare changes to this manual when necessary due to changes in public law, Defense Supply Agency (DSA), Defense Reutilization and Marketing Service (DRMS), USAF, or HQ CAP-USAF directives.

2. Authorized Users:

a. Any member assigned to a field unit possessing a CAP corporate-owned aircraft may solicit depot support for installation on or use with said aircraft. Aircraft "N" number assignment will be verified by the depot manager utilizing the Aircraft HSI/Inventory Report provided by National Headquarters CAP/LGM (RCS: CAP S-5). The depot manager will ensure CAP customers are fully aware of the restrictions imposed by law governing the use of property received from DOD excess source.

b. Members possessing current membership in CAP may purchase items procured with depot funds for which no manufacturer restriction have been imposed. New aircraft items such as communications equipment, direction finders, survival gear, etc., are available. Aircraft parts are supplied only in support of member-owned aircraft being utilized in approved CAP programs. The depot manager will, ensure current membership by utilizing the Senior Alpha Listing provided by National Headquarters CAP/DPH. In order to preserve the integrity of the DOD excess system, contract agreements with depot vendors, and CAP bylaws and policies, no deviation from the provisions of this paragraph will be acceptable. The Director of Logistics, HQ CAP-USAF, and the depot manager are responsible for providing updated information to ensure CAPM 67-1 depicts current guidelines and restrictions governing the authorized use of the depot by CAP members.

3. Property Acquisition Procedures:

a. Visit to Defense Reutilization Marketing Office.

The depot manager and designated representatives are authorized to screen and freeze DOD excess property at disposal facilities. Written authority (DD Form 1348-1, DOD Single Line Item Release/Receipt Document with FX Document Number) from HQ CAP-USAF/LG will be obtained prior to requesting transfer of excess DOD property. In the interest of maintaining as complete a centralized inventory as practicable, screening will not be restricted to the region in which the depot is physically located.

b. FX Account. Miscellaneous account, FX 3368, assigned to HQ CAP-USAF/LGS, will be used for transfer of DOD excess property to the CAP Depot.

c. Authorized Items from DOD Excess:

(1) The equipment and supplies authorized by HQ CAP-USAF and the corporation to be obtained from DOD excess sources are contained in attachment 1. Those items that are specifically identified as not authorized will not be acquired through any means.

(2) When the depot has a valid need for an item listed in a Federal Supply Group/Class not reflected in attachment 1, approval to acquire the item must be granted by HQ CAP-USAF/LG. A written request containing complete justification must be submitted by the depot manager.

d. Reclaiming Aircraft for Parts. Aircraft may be

Supersedes CAPM 67-2, 1 May 1984. (See signature page for summary of changes.)

OPR: LGM

Distribution: In accordance with CAPR 5-4.

obtained from DOD excess sources for the sole purpose of reclaiming parts in support of the corporate flying fleet. Component parts removed will be accounted for on issue documents when removal is for direct issue to a unit. Transfer to stock record accountability may be accomplished prior to issue if consumption data is desired. In either case, all parts removed as indicated above will be inspected and accepted prior to shipment. Items found to require repair/overhaul will be classified unserviceable and processed on work order to an appropriate maintenance facility as requirements dictate.

e. Commercially Purchased Components. In addition to items acquired from DOD excess, the CAP Aircraft Parts Supply Depot has established buy programs using corporate funds to purchase from commercial vendors to support CAP aircraft.

4. Property Accounting Procedures:

a. General Account. This account consists of all property, DOD excess and corporate purchased, on hand and available for issue to field units in support of CAP corporate and member-owned aircraft. For the purpose of accountability, all assets in this account are considered and maintained as nonexpendable with the exception of items identified in paragraph 4c(4).

b. Depot Support Account. This account consists of expendable and nonexpendable DOD and purchase property required in support of depot operations (general account). For example, vehicles, furniture packaging, supplies, industrial machinery, and tools.

c. Item Accounting Procedures:

(1) The CAP Depot computer system provides a mechanized system for supply accountability for each supply and equipment item in the depot account. Internal records are established in the computer to record accountable data. The computer uses a data base management system to maintain these records. Computer listing and format will be at the option of the depot manager. Data elements may include, but not limited to, part number, description, storage location, and Federal stock number when known. Item entries will be reflected for all property transactions affecting quantity or status change.

(2) CAP Form 38, Property Document Register, and Document Control Numbers. The CAP Form 38 will be utilized to record all property transactions affecting the general and equipment accounts. Document control numbers consist of the last two digits of the calendar year the sequential number of the transaction incurred during that year. A minimum of four digits will be utilized for the sequential portion of the number effecting property transactions in all accounts. Transactions classified as issues dealing with an exchange of funds will be maintained on a fiscal year (ending 30 June) basis to comply with the comptroller accounting. Transactions dealing with DOD excess property receipts will be maintained on a fiscal year (ending 30 September) basis to comply with logistics accounting. The following blocks of numbers will be reserved and utilized as indicated:

0001-5000	General account transactions normally involving monetary return.
5001-5500	Equipment account transactions involving DOD excess receipts.
5501-6000	Property Disposal (Excess sales fiscal year ending 30 Jun).

6001-7000	General account transactions involving DOD excess receipts from other CAP units. Inner depot transfers, found on base.
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7001-8000	Unused.
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8001-9000	Vendor Credits.
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9001-9999	General account transactions involving work order processing.
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(3) Jacket Files. The depot will establish a folder for each block of 25 control numbers used for documents pertaining to property received and 50 control numbers for property issued. Files will be maintained active for one year commensurate with the type account and be held in an inactive file for four years thereafter.

(4) Inventory. Proper management, control, and fiscal accounting of corporate property require annual physical inventory to be completed as of 30 June each year. Due to the volume of property not qualifying for exemption, inventories will be conducted by storage location. An annual inventory schedule will be established by the depot manager and a copy provided to HQ CAP-USAF/LGS. Special inventories may be conducted at any time deemed necessary by the depot manager or higher authority. A computer-generated listing will be used to conduct inventories by storage location with a copy provided to HQ CAP-USAF/LG upon completion of the scheduled inventory. In the interest of economy, items in the Federal Supply Group (FSG) 53 (hardware) and items in other FSGs with a unit cost of \$25 or less are exempt from physical inventory and property accountability.

5. Excess Property Procedures:

a. Property Acquired by Purchase. Property acquired by the CAP Aircraft Parts Supply Depot by purchase which is later determined to be excess to CAP needs may be disposed of as CAP excess with the approval of the depot manager.

b. Property Acquired from DOD Source. Air Force directives require that HQ CAP-USAF's clearance be obtained, in writing, before property received from DOD excess sources can be disposed of as CAP excess. Excess DOD property acquired after 1 January 1986 will be returned to the nearest DRMO unless a waiver is granted by the CAP-USAF/CC or the property is considered nonreturnable. (See CAPM 67-1, paragraph 4-2.) This clearance is obtained from HQ CAP-USAF/LG. All sales of serviceable or economically repairable property will be by negotiated sale, trade agreement, and/or sealed bid. Sealed bids will be administered as follows:

(1) Mail invitations for bid (IFBs) to at least three prospective buyers or, in lieu thereof, place an appropriate advertisement in a local or national publication.

(2) The IFB or advertisement will include sufficient information to permit submission of a bid by interested parties. Also, IFB or advertisement will indicate a bid opening date and the right to reject any and all bids, unless a minimum acceptable bid is specified.

(3) Sealed bids received will be safeguarded to preclude unauthorized access until the bid opening date.

(4) All bidders will be informed that they are welcome to attend bid openings and will be advised of the time, date, and place of bid openings. To protect the interests of the CAP corporation, a record of bid openings, who presided, who attended, name of successful bidder, for example, will be prepared, authenticated by the depot manager and filed.

(5) With the exception of CAP corporate employees and personnel assigned to HQ CAP-USAF, no person may be legally barred from submitting a sealed bid on excess CAP property. CAP corporate employees and HQ CAP-USAF personnel are prohibited from bidding on, purchasing, or otherwise acquiring excess DOD property.

c. Excess Property Trade Procedures:

(1) General. In the interest of obtaining the maximum return for serviceable and reparable assets in excess to the needs of the corporation, the depot manager is authorized to negotiate trade agreement with commercial vendors in return for items in short supply to CAP. Approval must be obtained, in writing, from HQ CAP-USAF/LG for exchange or trade of items obtained from DOD excess sources prior to any obligation made in behalf of the CAP corporation. Such requests for trade will contain manufacturer's part number, description, quantity, condition, and street value of all property affected. In all instances, trade agreements will be accepted only when such action is in the best interest of CAP. Trade transactions will be recorded on CAP Form 37 upon which the following certificate has been executed by the depot manager: "I certify that the assets listed hereon were traded in consideration of (list quantity and identification of items received) which will be accounted for in accordance with the provisions of CAPM 67-2." The original copy will be filed in the "Property Disposition File." A duplicate copy of the above form and copies of all supporting documentation will be forwarded to HQ CAP-USAF/LG.

(2) Vehicles. Compliance with CAPM 67-1 and CAPR 77-1, regarding vehicles, is mandatory. For purposes of property acquisition, accountability, and disposition, the Director of Logistics, HQ CAP-USAF, serves as the liaison region commander for the CAP Aircraft Parts Supply Depot.

d. Proceeds from Sales. Proceeds from each sale of property declared excess to CAP requirements will be in the form of a check or money order, made payable to National Headquarters CAP. The check/money order, a copy of the approved disposition, and when applicable, copies of the IFB or advertisement (not mandatory for salvage property and/or purchased excess), and a copy of all bids received will be forwarded to National Headquarters CAP/LG. The CAP Form 37, when executed on property sold, will include the name and address of the buyer and the amount of money derived from the sale. Proceeds generated from the sale of

corporate depot property will be credited to the Depot General Fund or Aircraft Modernization Program Fund. A five (5) percent depot handling fee will be transferred to the depot general fund for DOD excess sales when proceeds are credited to the AMP Fund.

6. Salvage Property (Uneconomically Repairable or Scrap Condition) Disposition Procedures:

a. Decision to dispose of salvage property is the responsibility of the depot manager. (See CAPM 67-1, paragraph 4-3d.) Approval must be obtained in advance from HQ CAPUSAF/LG to dispose of property in salvage condition originally acquired from DOD excess sources. Every effort must be made to obtain a monetary return for salvage property since funds so generated are authorized to be used in furthering depot and general CAP programs. In all cases, common sense, good judgment, and a desire that the common good of CAP is served should temper disposition actions. In general, however, the following procedures are applicable for the disposition of salvage property.

(1) Sale or trade, using methods and procedures by which maximum monetary return can reasonably be expected.

(2) Donation to orphanages, trade schools, Boy or Cub Scouts, civil organizations, churches, etc.

(3) Use of Sanitary Landfills. Compliance with local laws governing use of such facilities is mandatory.

b. Disposition of salvage property will be documented on CAP Form 37. Subject Form 37 will contain the following statement, "I certify that the property listed hereon was declared uneconomically reparable. I further certify that the property was (specify method of disposition) and that (amount realized from the sale, if applicable) was realized from the disposition of listed property." This certificate will be signed by the depot manager. The original copy will be filed in the depot property disposal file. A duplicate copy will be forwarded to HQ CAP-USAF/LG.

c. Proceeds from the sale of salvage property will be processed in accordance with paragraph 5d. All sales will be paid for by cashier's check or money order. The check and copies of all documentation will be forwarded to HQ CAP-USAF.

OFFICIAL

CLYDE O. WESTBROOK, JR., Col, USAF
Executive Director

SIGNED
WILLIAM A. HEATH III, Major, USAF
Director of Administration

1 Attachment
Federal Supply Classes Authorized for CAP

SUMMARY OF CHANGES

This revision adds CAPR 87-1 as a reference (para 1); addresses the requirement for an annual survey/audit by HQ CAP-USAF/LG (para I a); updates the term DPDS to DRMS (para 2); changes the use of the S-1 report to the S-5 report (para 2); changes office symbol from DPD to DPH (para 2b); updates DD Form 1348-1 to include FX Document Number for any type of transfer action on DOD excess property (para 3); establishes computer item accounting procedures (para 4c); requires the use of a computer-generated listing to conduct inventories by warehouse location (para 4c); changes disposal procedures for former DOD excess property acquired after 31 December 1985 (para 5b); prohibits corporate and military personnel assigned to HQ CAP-USAF from submitting a sealed bid on excess CAP property (para 5b); deletes the use of CAPSD Form 37 (para 5c & 5d) and adds CAPR 77-1 as a reference (para 5c).

FEDERAL SUPPLY CLASSES AUTHORIZED FOR CIVIL AIR PATROL

1510 Aircraft, Fixed Wing	5100 Hand Tools (All Classes)
1560 Airframe Structural Components	5200 Measuring Devices, i.e., gauges, etc. (All Classes)
1600 Aircraft Components (except Class 1615)	5300 Hardware and Abrasives (All Classes)
1730 Aircraft Ground Servicing Equipment	5410 Prefabricated and Portable Buildings
2300 Motor Vehicle (except Classes 2340/2350 and M-1 51 Series Vehicles) *See Below	5440 Scaffolding Equipment (ladders only)
2500 Vehicle Equipment Components (All Classes)	5500 Lumber, Millwork, and Plywood (All Classes)
2600 Tires and Tubes (except Class 2630)	5610 Construction Material, Bulk
2805 Gasoline Reciprocating Engines, except Aircraft and Components	5805 Telephone and Telegraph Equipment
2810 Gasoline Reciprocating Engines, Aircraft and Components	5815 Teletype and Facsimile Equipment
2900 Engine Accessories (except Class 2950)	5820 Communications Equipment
3020 Gears, Pulleys, and Sprockets	5821 Radio Communications Equipment - Airborne
3030 Belting, Drive Belts, Fan Belts, and Accessories	5826 Radio Navigation Equipment - Airborne
3040 Miscellaneous Power Transmission and Equipment	5830 Intercommunications and Public Address Systems except Airborne
3110 Bearings	5841 Radar Equipment
3120 Bearings, Plain	5895 Miscellaneous Radio Equipment
3413 Drilling Machines (Bench Type Only)	5900 Electrical and Electronic Components (All Classes)
3419 Miscellaneous Machine Tools	6100 Electric Wire, Power, and Distribution Equipment (All Classes)
3431 Electric Arc Welding Equipment	6200 Lighting Fixtures and Lamps (All Classes)
3433 Gas Welding, Heat Cutting, and Metalizing Equipment	6350 Miscellaneous Alarm Systems (emergency signal mirrors and whistles)
3439 Miscellaneous Welding, Soldering, and Brazing Supplies and Accessories	6530 Hospital Equipment (only if trained CAP members are available)
3441 Bending & Forming Machines	6545 Medical Sets - to effectively utilize items in these FSCs
3444 Manual Presses	6605 Navigational Instruments
3445 Puncing and Shearing Machines	6610 Flight Instruments
3460 Machine Tool Accessories	6615 Automatic Pilot Mech and Aircraft Airborne Gyro Components
3610 Printing, Duplicating, and Bookbinding Equipment (duplicating machines and paper cutters only)	6620 Engine Instruments
3695 Chain Saws	6625 Electrical and Electrical Properties Measuring and Test Equipment
3750 Lawn Mowers and Garden Tools	6645 Watches, Clocks, etc.
3920 Materials Handling Equipment, Nonsell-propelled	6650 Optical Instruments (binoculars and telescopes only)
3940 Blocks, Tackle, Rigging, and Slings (block and tackle set only)	6660 Meteorological Instruments
3950 Winches, Hoists, Cranes, and Derricks (chain hoists and hand operated winches only)	6665 Hazard Detecting Instruments and Apparatus
3990 Miscellaneous Materials Handling Equipment	6670 Scales
4000 Rope, Cable, Chain and Fittings (All Classes)	6675 Draft and Survey Instruments
4100 Refrigeration and Air Conditioning Equipment (except freezers)	6680 Liquid and Gas Instruments
4200 Fire Fighting, Rescue and Safety Equipment (except 4230)	6685 Pressure, Temperature Instruments
4310 Compressors and Pumps	6720 Cameras, Still Picture
4320 Power and Hand Pumps	6730 Photographic Projection Equipment
4510 Plumbing Fixtures	6750 Photographic Supplies
4520 Heating Equipment	6760 Photographic Equipment and Accessories
4700 Pipe, Tubing, Hose and Fittings (All Classes)	6840 Insect Repellant
4810 Valves, Powered	6850 Rust Inhibitors
4820 Valves	6900 Model Aircraft, etc. (except 6920)
4910 Vehicle Maintenance Equipment	7100 Household Furniture (All Classes)
4920 Aircraft Equipment	7200 Household Furnishings (All Classes)
4930 Lubrication and Fuel Dispensing Equipment	7300 Food Preparation and Serving Equipment (All Classes)
4940 Miscellaneous Repair Shop Equipment	7400 Office Machinery (All Classes)
	7500 Office Supplies (All Classes)
	7600 Publications, i.e., books, dictionaries, etc.
	7710 Musical Instruments

* No fuel servicing vehicles are authorized to be acquired for CAP. No M-1 51 series vehicles are authorized to be acquired by CAP due to their suspension design and danger to the safety of public highway users as determined by the National Transportation Safety Board.

7720	Musical Instruments - Parts and Accessories	8445	Hosiery, Handwear and Clothing Accessories, Women's
7810	Athletic and Sporting Equipment	8460	Luggage
7900	Janitorial Equipment (All Classes)	8465	Individual Equipment
8000	Paints and Dopes (All Classes)	9150	Lubricating Oils and Hydraulic Fluids
8105	Bags, Sacks	9310	Paper and Paperboard
8110	Drums and Cans	9320	Rubber Fabricated Materials
8115	Boxes, Cartons, Crates	9330	Plastic Fabricated Materials
8135	Packaging and Packing Bulk Material	9505	Wire, Nonelectrical, Iron and Steel
8300	Textiles (All Classes)	9515	Plate, Sheet and Strip, Iron and Steel
8340	Tents, Tarpaulins	9525	Wire, Nonelectrical, Nonferrous
8405	Outerwear, Men's	9535	Plate, Sheet, Strip and Foil
8410	Outerwear, Women's	9540	Structural Shapes
8415	Clothing, Special Purpose	9900	Miscellaneous (NOTE: Reclassify to appropriate FSC when transferred to CAP on CAP Form 37)
8430	Footwear, Men's		
8435	Footwear, Women's		
8440	Hosiery, Handwear and Clothing Accessories, Men's		